

Task Name	NLT Date	Reference	Duration	Start	Finish	Status
BoS Votes Dates to Open and Close FTM Warrant			1d	08/04/20	08/04/20	Complete
BOS Open the Fall Town Meeting Warrant	10/22/20		35d	08/10/20	09/25/20	Complete
Free Cash Certification and Approval			7d	09/11/20	09/21/20	Complete
TA and Finance Director Develop Budget Instructions			10d	09/21/20	10/02/20	Complete
TA and Finance Director Issue Budget Instructions, Forms, etc			1d	10/08/20	10/08/20	Complete
Departments Develop Budgets and submit to the TA/Finance Director	12/08/20	Bylaw Sec 1.2.7	16d	10/09/20	10/30/20	Complete
Present Draft Warrant Articles to the BoS			1d	10/06/20	10/06/20	Complete
Special Town Meeting Warrant Finalized with Motions			1d	10/09/20	10/09/20	Complete
BoS vote final warrant and vote to post the Warrant			1d	10/20/20	10/20/20	Complete
Warrant Posted by the Constable	11/02/20		1d	10/23/20	10/23/20	Complete
Finance Dept inputs Department Data into Softwrite			4d	11/03/20	11/06/20	Complete
NLT date to publish Voter Handbook			1d	11/06/20	11/06/20	Complete
TA and Finance Director hold Departmental Reviews			13d	11/09/20	11/25/20	Complete
Fall Special Town Meeting			1d	11/16/20	11/16/20	Complete
Prior year financial review presented to the BoS/Fincom-Finance Director and TA			1d	12/08/20	12/08/20	Complete
Tax Classification Hearing Held			1d	12/01/20	12/01/20	Complete
Finance Dept updates Departmental Budgets			5d	11/30/20	12/04/20	Complete
TA Prepares Budget for Presentation to BoS			19d	12/07/20	12/31/20	Complete
BoS votes to Open ATM and STM warrants and votes the dates they will close			1d	01/05/21	01/05/21	
TA Presents Operating and Capital Budgets to BoS	01/15/20	Bylaw Sec 1.2.7/Charter 7-	1d	01/05/21	01/05/21	

BoS forward budget and capital plan to Fincom	02/01/20	Bylaw Sec. 1.2.7	1d	02/02/21	02/02/21
Warrant Closes - Annual Town Meeting	03/12/21	Charter 2-5;No <50 days	1d	02/26/21	02/26/21
Warrant Closes - Special Town Meeting	04/08/21	Charter 2-5;No <25 days	1d	02/26/21	02/26/21
School Budget voted at School Committee Meeting			1d	04/01/21	04/01/21
Fincom report available at TH and Library	>21 days before ATM	Charter 7-4	1d	04/12/21	04/12/21
ATM Voter Handbook available at TH and Library	>15 days before ATM	Charter 2-5	1d	04/16/21	04/16/21
Post Warrant for Special Town Meeting	04/19/21	NLT 14 days prior	1d	03/30/21	03/30/21
Post Warrant for Annual Town Meeting	04/26/21	NLT 7 days prior	1d	03/30/21	03/30/21
Annual and Special Town Meeting	First Monday in May	Bylaw Sec 1.1.1	1d	05/04/21	05/04/21

Comments

GF = \$10,867,188, ISWM-\$12,964,428, Sewer-\$804,288

Open-1/5/21 - Close 2/26/21